

Otis Library Building Committee Meeting Minutes

Wednesday, March 12, 2025

6:02 PM, Meeting Room, Otis Library

Members present: Sue Brofman, Stephanie Skinner, Stacey Schultze, Steve Barry, Katelyn Chaffee and Don Chaffee

Sue Brofman called the meeting to order.

The committee approved the previous meeting minutes.

Working groups shared their updates.

Construction-

- We've received a draft of the Building & Design document from Mary. We've received input and feedback from Heather Backman, MBLC Building and Design Specialist. We will continue to work with Heather as changes are made.
- Stephanie met with Nicole from Blandford that is also in the grant process and received helpful information.
- Don gave updates on the OPM search. The Review Committee (Don, Sue, Stephanie and Brandi) reviewed 5 submissions and decided to interview 2 (Downes and Collier); a third was selected as an alternative if need be. The interviews will be on March 19. A recommendation will be made to the Building Committee and voted on at our next meeting.

Fundraising-

- Sue volunteered to help bridge the fundraising movements between the board, friends of library and the new building committee.
- Stephanie will start exploring the round up campaign.

Grants-

- Two grants were submitted: 1. To increase digital literacy, including home visits to homebound community members for \$23,800. 2. Another was for LTSA impact for \$25,000 through MBLC for a mobile library.
- We received a grant for \$10,000 to hire a fundraising consultant.
- At least four other grants have been identified and are in progress.

Public Input/Public Relations-

- Stephanie will continue to work on the weekly library email and Steve will give her update.
- Sue expressed the need to organize forums for public input.
- A pamphlet for the New Building project is in the works.
- Katelyn and Don will work on scheduling time with the Fire Department to include them in updates.

The group discussed other ideas that could be featured in our future including: exploring a library of “things”, a podcast recording space and potential afterschool programming.

The meeting was adjourned at 7pm.

Respectfully Submitted,

Katelyn Chaffee, Secretary

Next Meeting: Wednesday, March 26th at 6pm.